

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer offering a hybrid work model allowing for the possibility of working three remote days per week.

SPECIAL ASSISTANT/LAW LIBRARIAN **Advisory Division**

Summary:

Provides legal and organizational support services for Chief Counsel of Advisory Division. Assists Chief Counsel and Division attorneys in carrying out various functions and responsibilities of the Office of Attorney General. In addition, the Special Assistant currently serves as the Law Librarian for the Office of the Attorney General.

Essential Duties and Responsibilities:

- Prepares correspondence, summaries, memos and draft legal documents for Chief Counsel.
- Maintains and updates schedules and priority lists for Chief Counsel.
- Coordinates advisory opinion requests including appropriate responses, drafting assignments, review, and final production for publication. Works with Chief Counsel to provide timely communication with requestors as well as internal administration. Ensures proper upload into matter management software and database programs.
- Coordinates and manages the drafting and execution of memorandums of understanding between the office and other state agencies.
- Tracks progress and developments of Division matters to facilitate status updates and briefing reports. Utilizes matter management software and database programs.
- Supervises work of the Division's administrative assistant and coordinate work flow.
- Assists with legal and factual research and analysis to support objectives of Division and office.
- Other assignments consistent with mission of the office as directed by the Chief Counsel.

Law Librarian responsibilities:

- Responsibilities include the coordination of the day-to-day operation of the library, technical services, collection development, and reference services. (A detailed job description is available upon request.)

Qualifications:

- College degree and/or years of work experience strongly preferred.
- Must have effective organizational and office administration skills.
- Needs to have strong writing, communication, and research skills, be capable of consistently meeting deadlines, and be able to quickly identify issues and objectives to appropriately handle or route matters to colleagues.
- Familiarity and competence with computer platforms for document management, workflow management, email, and word processing is required.
- The applicant should have a familiarity with the operations of state government.
- The applicant must be able to competently manage client relationships and communications and to effectively communicate with supervisors and colleagues.